

SERVICE:	Certificated	REDUCED WORKLOAD
ISSUED BY:	Pers. Research (2-16-09)	
REPLACES:	PG: L 14 (4-6-84)	
REFERENCE:	Education Code 22713 and 44922, UTLA Agreement, Art. XII, Section 22,	
CHANGES:	Changes to reflect current Education Code and UTLA Agreement, current office names, new forms, and procedures.	

1. Definition. A Reduced Workload Leave may be granted to a permanent certificated employee, pursuant to the "Reduced Workload Program" authorized by Education Code Sections 44922 and 22713, to permit reduction of the employee's regular assignment to the equivalent of one-half the number of hours required for full-time employment.
2. Requirements.
  - a. Age. Employee must have reached age 55 prior to the school year during which the leave is effective.
  - b. Status. Employee must hold permanent status, be serving in pre-kindergarten through grade 12, and not hold a position with a salary above that of a school principal.
  - c. Service. Employee must have been assigned full time in a certificated position with the District for a minimum of ten years of credited service of which the 5 school years immediately preceding the effective date of the leave must have been full-time employment. Time spent on formal leaves shall not constitute a break in the 5 school year sequence, but shall not be included in computing such service requirement.
  - d. Assignment. An assignment and schedule must be available that is satisfactory to both the employee and the District for either half of each working day or for one semester of full-time service per year. If the employee is assigned on other than "C" basis, the leave shall be the equivalent of one-half the number of days of service required by the employee's current assignment basis.
  - e. Retirement Deductions. Employee and District must agree to retirement contributions based on the employee's salary that would have been earned if employed on a full-time basis.

Retirement contributions amounting to 16% will be deducted from the actual earnings for employees working during the spring or fall semester or from the actual earnings for employees working halftime the entire school year. If the District does not collect enough retirement contributions by the end of the fiscal year (June 30), the employee will be billed in July. Any excess contributions will be refunded to the employee.
3. Length of Leave. CalSTRS approves reduced workload status for 10 consecutive years. Leave is granted for one school year by the District. Such leave may be renewed annually for up to a maximum of 10 school years, provided an assignment agreeable to both the District and the employee can be arranged.
4. Compensation. Salary is "paid as worked" if working a semester schedule or other than a published District calendar. Otherwise, salaries are "annualized" if working a published District calendar.
5. Effect on Benefits.
  - a. Health and welfare benefits continue during the leave.
  - b. Illness absence credit and vacation are received, if applicable.
  - c. Employee is eligible for schedule advancement but not eligible for step advancement. Salary points may be earned while on leave.

5. Effect on Benefits. (Cont'd.)

- d. Time on leave does not count toward pre-leave service or career increment requirements but does count as service for examination purposes.
- e. Retirement: Employee receives full retirement credit for a year of service.

Note: (1) Full retirement credit is not earned until the end of the school year.

- (2) The salary earned must not be less than half the salary the employee would have earned if employed on a full-time basis. If the employee is paid less than half of the full-time salary, the minimum participation requirements will not have been met.
- (3) Participation will not be approved for members whose participation does not coincide with the beginning of the school year. Mid-year participation is not allowed.
- (4) The employee who terminates the leave or service with the District for any reason before the end of the school year will receive retirement credit based on the salary actually paid in the proportion that it relates to the annual salary that would have been paid had full-time employment continued.
- (5) Retirement contributions for service not credited because of termination for retirement, disability, or death will be returned to the employee or beneficiary.

6. Request Procedure.

a. Employee must:

- (1) Complete Certificated Request for Leave or Absence (Form 1065) This form is available online at [http://www.teachinla.com/hr\\_forms.html](http://www.teachinla.com/hr_forms.html). First time applicants must also complete and submit CalSTRS form ES-1161, Reduced Workload Program Eligibility Certification Application. Form available on line at [http://www.calstrs.com/help/forms\\_publications/ereec/eic\\_vol24\\_iss3.pdf](http://www.calstrs.com/help/forms_publications/ereec/eic_vol24_iss3.pdf)
- (2) Obtain signature of immediate administrator (administrator's signature is an acknowledgement of the leave request and not an indication that the administrator will arrange a halftime assignment for the employee, or an approval of the leave).
- (3) Complete Reduced Workload Leave Agreement (Form 1070). This form is available online at [http://www.teachinla.com/hr\\_forms.html](http://www.teachinla.com/hr_forms.html).
- (4) Attach original Form 1070 to Certificated Request for Leave or Absence (Form 1065) and CalSTRS form ES-1161 if required. All forms are due to Certificated Placement and Assignments, Beaudry Building, 15<sup>th</sup> Floor, by April 15. Administrator and employee should retain a copy for their records.
- (5) Employee will be notified by Certificated Placement and Assignments Office regarding the official approval of the leave.

7. Cancellation. Requests for leaves that have been approved may be canceled only upon the approval of the Director, Certificated Placement and Assignments. Such requests will be considered on the basis of convenience to the District. The employee who cancels such a leave shall have no right to return to the location from which leave was taken and will be assigned in accordance with District need.

8. Return Rights.

- a. The employee who serves in a half-day assignment all year shall remain at the location where service was rendered, except that:
  - (1) Employee may be transferred pursuant to the UTLA Agreement, Article XI, Transfers, if such a transfer would have been made if the employee had been on full-time duty.
  - (2) If such a transfer becomes necessary during the leave and no other half-time assignment is available, leave will be terminated prior to employee's transfer
- b. The employee who serves full-time for one semester and takes a full-time leave for one semester has return rights to the location from which the leave was taken except that the employee may be transferred pursuant to the Agreement, Article XI, Transfers, if such a transfer would have been made if the employee had been on full-time duty.

9. Return Procedure.

Two calendar months prior to the expiration of the leave, the employee shall file with Certificated Placement and Assignments a Request to Return from Leave (Form 1038), or if eligible, request an extension of the reduced workload leave by April 15 (use Form 1065), or file for Resignation (Form 8152). These forms are available online at [http://www.teachinla.com/hr\\_forms.html](http://www.teachinla.com/hr_forms.html).